

**SAMPLE REQUEST FOR APPROVAL TO ESCORT DEPENDENT(S) TO/FROM
ALTERNATE LOCATION DUE TO IAMM ASSIGNMENT
(SAMPLE LETTER # 3 - IAMM)**

(DATE)

From: Rank/Rate, Name (First, MI, Last), USN, XXX-XX-1111
To: Navy Personnel Command (PERS-451H)
Info: Navy Personnel Command (PERS-4G3)

Subj: REQUEST APPROVAL TO ESCORT DEPENDENT/S TO/FROM
ALTERNATE LOCATION DUE TO IAMM/ITDY ASSIGNMENT

Ref: (a) JFTR U4600
(b) NAVADMIN _____

Encl: (1) Copy of IAMM/ITDY orders
(2) Copy of page 2

1. Per references (a) and (b), request approval to escort dependent/s to/from alternate location enroute to new IAMM/ITDY assignment or return from IAMM/ITDY assignment. Enclosures (1) and (2) provided for proof of assignment and dependents.

2. Dependent/s are relocating from _____ to _____.
(PDS City/State) (Alternate location/ City/State)
Dependent/s are returning from _____ to _____.
(Alternate location/City/State) (PDS City/State)

(Complete appropriate sentence)

3. Proposed order of travel for service member. (Note each stop, the portion of travel when escorting dependents, and approximate dates. All dates are approximate.)

4. I am aware if this request is approved and I later decide not to relocate dependent/s in the execution of my IAMM/ITDY assignment, the approval is voided.

I am aware if this request is approved and I change the route then the approval is voided and I will have to reapply. A change of date does not affect the approval.

I am aware my assignment dates may change and I will have to adjust my itinerary to support the new dates.

I am aware the additional days to escort dependents may be charged as regular leave.

5. My contact information is email: _____ phone number: _____.

I. M. Sailor